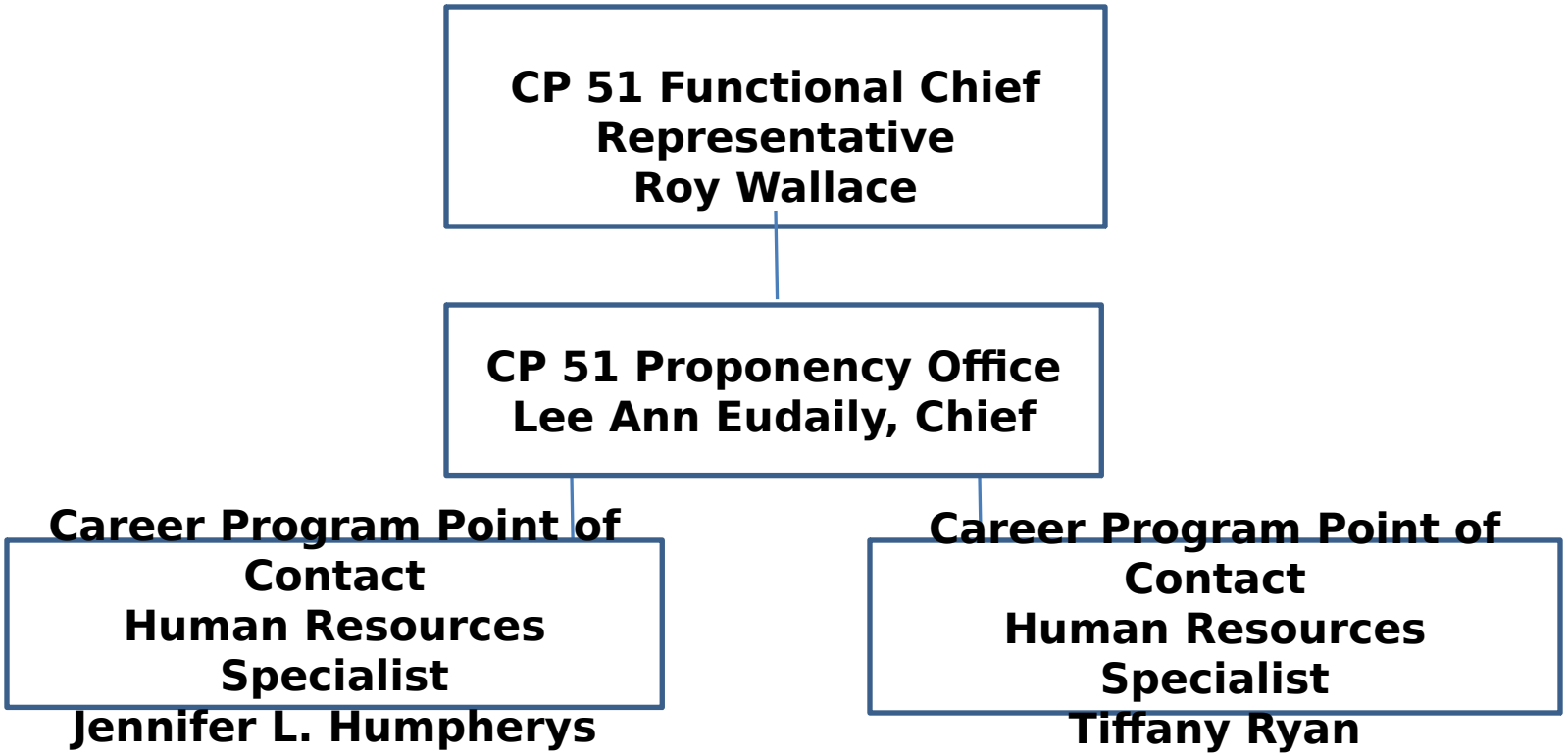
Career Program 51

11 February 2015

Career Program 51 Organizational Chart



Population Statistics

STRENGTH	OCT 2011	JAN 2015
• Total	12,032	25,427

Occupational Series

- 0301 Misc Admin 7497
- 0302 Messenger 14
- 0303 Misc Clerk 9989
- 0304 Info Receptionist 91
- 0305 Mail 460
- 0309 Correspondence 24
- 0313 Work Unit Supervisor 2
- 0318 Secretary 2164
- 0322 Clerk Typist 6
- 0326 Automation Clerk 487
- 0340 Program Mgt 864
- 0341 Admin Officer

* Indicates 3 largest Occupational Series

- Army Career Tracker (ACT)
  - Individual Use
    - https://actnow.army.mil/
    - Create an Individual Development Plan (IDP)
    - Mentoring
    - Assignment history
  - Career Program Use
    - https://actnow.army.mil/wps/myportal/act/CareerResources/CareerPrograms/CP51 (CP-51 Landing Page)
    - Post news/information of interest to the CP community
    - Upload documents for careerist use
    - Provide useful links to other sites
    - Competencies

- GoArmyEd (GAE)
  - Individual Use
    - https://www.goarmyed.com/
    - Create/Submit training applications
    - Create/Submit SF-182s, when necessary
    - Complete training surveys
  - Career Program Use
    - Review training applications
    - Create/approve SF-182s, group SF-182s
    - Review training histories
    - Manage account holds

Individual Development Plan (IDP)

- Cooperative effort between Supervisor and Employee
  - Establish near and long term goals
  - Includes professional and personal goals
    - Improve current competencies
      - Classroom training
      - Online, self-paced training
    - Attain new competencies
      - Classroom training
      - Online, self-paced training
      - Developmental assignments
      - Details
      - Work assignments
- Living document which should be updated regularly

CP 51 FY15 Funded Classes

- Training currently scheduled for FY15
  - (3) Project Management
    - GS 11-15 (and equivalent)
    - Rock Island, IL; Stuttgart, Germany; and Ft Belvoir, VA
  - (2) Strategic Planning for Government Organizations
    - GS 11-15 (and equivalent)
    - JBLM, WA; Redstone Arsenal, AL
  - (3) Management Skills for the Office Professional
    - GS 5-11 (and equivalent)
    - Ft Belvoir, VA; Ft Meade, MD; Seoul, Korea
  - (5) Strategic Skills
    - GS 5-11 (and equivalent)
    - Honolulu, HI; Warren, MI; Redstone, AL; Ft Knox, KY; Ft Carson, CO
- Additional training courses will be offered if additional funding is available

Civilian Education System (CES)

- Foundation Course
  - Distributed Learning
  - Required for interns, team leaders, supervisors and managers hired after 30 Sep 06
  - Available to everyone
- Basic Course (GS 1-9, equivalents)
  - Distributed Learning and 2 week resident course
  - Distributed learning module available to all for self-development
- Intermediate Course (GS 10-12, equivalents)
  - Distributed Learning and 3 week resident course
  - Distributed learning module available to all for self-development
- Advanced Course (GS 13-15, equivalents)
  - Distributed Learning and 4 week resident course
  - Distributed learning module available to all for self-development

http://[illegible]

Self Development

- Understand that training does not necessarily lead to promotion
- Apply for open positions in interested areas
  - Set up job searches in USAJobs
  - Understand how Veteran and Spouse Preferences apply
  - Mobility
- Education
  - Completion of a college degree may provide Intern opportunities
  - May not be able to have the Army pay for it
- Seek a mentor
- Command funded training
- Take advantage of Army eLearning
  - https://www.atrrs.army.mil/selfdevctr/sfcatalog.pdf
  - Hundreds of online, self-paced courses
  - Free
- Volunteer for opportunities
  - Work group
  - “Tiger Teams”
  - Details

Point of Contacts

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